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SECURITY CONTROL STAFF

STATEMENT OF AUTHORIZATION:

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General Order No. [] dated 18 June 1947, Subject: Organizational Changes.

STATEMENT OF FUNCTIONS AND ACTIVITIES:

It is the responsibility of this staff to formulate, and supervise the implementation of, security policies and procedures designed to provide for the safeguarding of classified information and intelligence material while in the custody of, in transit through, or in the process of transmission outside the Agency, as well as to safeguard the security of personnel, installations, sensitive sources of information and operational methods. It prescribes CIA security policies relating to planning, organization and direction of overall security programs to control the contact and liaison relations between this Agency and other Federal Government departments and agencies and foreign governments in connection with the interchange of intelligence information and material. It renders opinions, decisions and interpretations with respect to the security policies of the CIA relating to the collection, safeguarding and dissemination of Agency information and intelligence material. Acts as consultant, from security standpoint, in coordinating public relations and the release of information concerning CIA for publication. Makes recommendations and renders decisions in connection with requests of personnel of CIA for permission to publish their writings, deliver public addresses, conduct study groups, make radio broadcasts, teach classes, etc. or to engage in other extra-official activities. Maintains continuing liaison with Federal departments and agencies to the extent necessary for the implementation of authorized security planning and coordination functions concerning censorship, secret means of communication, technical security techniques, counterintelligence and other similar and related matters; and plans and conducts security surveys in other Federal departments and agencies to assure that CIA classified material is properly protected and that the personnel having access to CIA material are security cleared for such responsibilities. Based upon the result of such surveys, Policy Memoranda are developed and issued to guide CIA in the collection, dissemination and liaison with the various Federal departments and agencies.

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STATEMENT OF COORDINATION:

In performing the approved functions and responsibilities of the Executive for Inspection and Security, as directed, with respect to the safeguarding of classified information and intelligence material and the security of CIA personnel, facilities, installations, censorship, sensitive sources of information and operational methods, the Security Control Staff maintains continuing contact with Assistant Directors and Staff heads of this Agency and with high level executives of the various Federal departments and agencies. This coordination is essential for the formulation of broad, integrated policies affecting the national security and for the planning of security programs and procedures for use in the event of a national emergency.

STATEMENT OF OBJECTIVES AND/OR ACCOMPLISHMENTS:

OBJECTIVES:

- a. To constantly improve security control policies and procedures on matters of mutual concern to CIA and other security agencies of the government by continuing study, analysis and conferences with executive personnel of other governmental agencies.
- b. To improve overall security policies for the collection and dissemination of intelligence information and classified material by appropriate modifications of existing policies when deemed advisable as a result of continuing study.
- c. To periodically review overall security regulations for the control of internal security practices and to consistently develop an improved security structure.

ACCOMPLISHMENTS:

Some of the more important accomplishments achieved by the Staff during the past Fiscal Year were:

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- a. As a result of a comprehensive survey of overall TOP SECRET Control Procedures within the Agency, a policy was created and implemented for the better security handling of TOP SECRET material within CIA;
- b. After a series of conferences with the Director and Assistant Directors of CIA a policy was promulgated with respect to furnishing the Congress and various Congressional Committees CIA intelligence information;
- c. A survey was conducted and a policy released in regard to the establishment of graduated standards of security for CIA;
- d. Establishment of a security policy, together with the necessary working procedures, regarding the nomination of IAC representatives for the CIA reading panel;
- e. In coordination with the Assistant Directors and Staff Chiefs of CIA, a security policy was promulgated for the dissemination of written intelligence;
- f. Established a policy concerning the release of classified material to the British-Canadians;
- g. In coordination with officials of the Treasury Department, established security measures to be exercised by the Treasury Department relative to special handling of CIA payrolls and pay checks of vouchered funds;
- h. Submitted security recommendations to the Executive for I. & S. concerning changes in the Security Regulations;
- i. A security policy was issued to establish ad hoc security measures for the President's Air Policy Committee;
- j. Instituted security practices to be followed with respect to the establishment of a CIA Credit Union;

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k. Revised Administrative Instruction [redacted] to provide measures for security clearance for the employment of consultants on a par dieu basis;

l. Prepared and released security procedures considered advisable for insuring security [redacted] outside the Continental United States;

m. Rendered security advice relating to the CIA Disaster Plan now in operation;

n. Prepared and released a security policy covering the exploitation of U. S. Labor Organizations as potential sources of foreign intelligence;

o. Prepared, coordinated and released policy memoranda for distribution to field personnel of Office of Operations [redacted] with respect to credit references;

p. Prepared and released a special security policy for the dissemination of SECRET material to the Director, Office of Alien Property, Department of Justice;

q. Drafted and released a CIA Notice covering the loss or compromise of classified documents;

r. Security control policies were issued on 25 non-IAC Government Agencies;

s. Furnished policy guidance for OO concerning their proposed contacts with international organizations.

t. In reply to letters from JCS, prepared and released policy regarding a proposed working agreement pertaining to downgrading and declassification of captured German documents.

u. During the year, in accordance with the provisions of Paragraph 3, CIA Security Regulations, reviews were made and decisions rendered with respect to approximately 140 requests for security clearance to submit academic papers, publish

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articles, file for Civil Service Examinations, teach evening classes, complete questionnaires, give radio and public addresses, etc.;

v. During the past year opinions and interpretations were offered and decisions given in response to approximately 120 requests from personnel and offices of CIA relating to security problems;

w. Represented the Director of Central Intelligence during the year at the regular weekly meetings of SANACC (Subcommittee - MIC).